



**May 12, 2017**

Applications are now being accepted for the following position in Centre County Government. Those who qualify and are interested should apply at the Human Resources Office, Room 334 Willowbank Building, Bellefonte, PA or call (814) 355-6748 for an application.

This posting can be viewed and an application downloaded from our website at [www.centrecountypa.gov](http://www.centrecountypa.gov).

## **REAL ESTATE ASSESSOR 1**

p.c. #14

### **Position Overview**

**Department:**

Tax Assessment  
Willowbank Building, 3rd Floor  
Bellefonte, PA 16823

**Base Pay:**

\$15.59/hour  
\$30,400.50/annum  
Grade: N-11  
Non-Exempt

**Shift Available:**

Full Time (37.5 Hours)  
8:30am-5:00pm

**Required Education:**

- High School diploma required. Some college education preferred.

**Required Experience:**

- Six months working experience in real estate, construction or building inspection field preferred.

**Licenses Required:**

- Employee shall be required to attend and successfully complete mandated courses and pass the Certified Pennsylvania Evaluator (CPE) Exam within two years from date of employment.
- Must maintain license and fulfill mandatory education courses required and approved by Pennsylvania Real Estate Commission.
- Must have a valid Pennsylvania Driver's License and a willingness to travel as needed.

**Advancement:**

- With CPE certification and two years experience, if employee demonstrates the ability to fulfill the essential functions of the Real Estate Assessor 2 job description, they will be eligible to promote to the Real Estate Assessor 2 level.

**Applications:**

Applications for this position will be accepted **until a suitable candidate is selected.**

### **Summary of Job Functions**

- Assist Assessors with coordinating field inspections to be reviewed for valuation.
- Conduct on-site inspection of properties; analyzes and collects data of new and modified structures and improvements for pertinent information.
- Interview property owners/builders for essential data that may effect valuation of real estate tax and be able to explain valuation and data upon request.
- Process and review building permits and monitors building activity to ensure timely assessments for each property as well as each taxing authority.
- Review building plans, prepares sketches and illustrations of each structure, calculates area, and inputs information in computer (CAMA) system.
- Review real estate sales, investigates their validity and reports findings to the Assessors.
- Interact with other County and Municipal Officials, agencies, realtors, appraisers and developers; and receives, provides and develops demographic information in regard to daily work duties.
- Operate computer (CAMA) system to prepare status and specialized reports; and operates other machines as necessary to perform work duties.
- Follows and comprehends regulations, ordinances and policies with regard to statute; polices and investigates violations and reports same to the Chief Assessor and the public.
- Attend internal and external meetings during and after working hours as needed.
- Attend training and instructional meetings on appraisals and assessment as well as procedures, policies and methods pertaining to computer, CAMA and CAD.
- Perform other job duties as required.

**Equal Opportunity Employer**